

Month-End Close Checklist



Here is a comprehensive month-end close checklist to keep you on track:

- Reconcile and review all balance sheet accounts
- Record all pending transactions and adjustments
- Accrue expenses and defer revenues to the proper period
- Take inventory counts and value inventory
- Calculate and record depreciation/amortization
- Reconcile bank, receivables, and payable accounts
- Generate and review financial statements
- Record any necessary journal entries
- Update reports, budgets, forecasts, and schedules
- Close accounting books for the month